

How to Submit a DS-4076 – CJ Determination Request Electronically

Step 1

- Read all the information on the Commodity Jurisdiction Tab to understand how the form must be complete.
- Incorrect forms/submissions will be Returned Without Action.

Step 2

- Download the DS-4076 by clicking on the “DS-4076 Commodity Jurisdiction (CJ) Request Form” link.
NOTE: *You will need Adobe Reader 8 or higher to view this form. Download a free version at www.adobe.com.*
- A new window will appear with the Adobe PDF form.
- Click on the Disk Icon or choose File, Save As to save this form to your computer.

Step 3

- Locate the DS-4076 that you have saved to your computer.
- Complete the form.
- Gather all Additional Documentation in electronic format. Save these documents in the same location as your DS-4076.

NOTE: *Templates for some attachments can be found under the CJ Menu or attached to the Adobe PDF form. Click on the paper clip icon to see all attachment templates.*

NOTE: *The only file formats accepted are PDF, TIF, JPG, PNG, GIF, TXT, RTF, XML, BMP OR CSV.*

- Don't forget to Print, Sign and Scan the Applicant/Submitter's Certification page.

Step 4

- Once your CJ package is return to the Commodity Jurisdiction page.
- Click the “Submit your Completed DS-4076 Form Package”

Step 5

- You are now on the DTAS-Online portal page.
- Click on the Electronic Forms Information Center Link
- Read all the information on the Electronic Forms Information Center page

Step 6

- Click “Begin Submission” on the Electronic Forms Information Center Page
- Follow the on-screen instructions to complete your submission.